DOCUMENT RESUME

ED 164 950 08 CE 019 485

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TITLE Completing Purchase Invoices. Student's Manual and Instructor's Handbook.
INSTITUTION Clemson Univ., S.C. Vocational Education Media Center.
SPONS AGENCY Office of Education (DHEW), Washington, D.C.; South Carolina State Dept. of Education, Columbia. Office of Vocational Education.
PUB DATE 78
GRANT G007603810
NOTE 41p.; For related documents see CE 019 472-478, CE 019 480-489, ED 155 303, and ED 155 400-478
AVAILABLE FROM Vocational Education Media Center, 10 Tillman Hall, Clemson University, South Carolina 29631 ($20.00 for the complete set of bookkeeping modules; $15.00 for the two transparency sets [Recordkeeping I & II; Recording Goods Bought] designed to accompany this bookkeeping set)

EDRS PRICE MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS Behavioral Objectives; *Bookkeeping; Business Education; Business Skills; Instructional Materials; *Office Occupations Education; Performance Based Education; *Records (Forms); Secondary Education
IDENTIFIERS Vocational Technical Education Consortium States

ABSTRACT

Supporting performance objective 51 of the V-TECS (Vocational-Technical Education Consortium of States) Bookkeeper Catalog, this instructor's manual concerns the completing of purchase invoices. (This module is the sixth in a set of ten on bookkeeping [CE 019 480-489].) The student materials include a pre- and posttest, three instruction sheets with learning activities; a self-checklist (with answer key), sample purchase order forms, and an instructor's checklist. The instructor's manual includes information on using the module and answer keys for the pre- and posttest. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A related set of modules on banktelling [CE 019 471-478] is also available.) (JH)

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BK
IV–K

COMPLETING PURCHASE INVOICES

STUDENT'S MANUAL

Prepared by

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In Cooperation With

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Clemson University
Clemson, South Carolina 29631

1978

CE 019 485

These materials have been developed from funds
provided by Grant G007603810 under the
Vocational Education Act of 1963 P.L. 88-210 as Amended
Department of Health, Education and Welfare, Office of Education

ACKNOWLEDGEMENTS

These bookkeeper modules were developed by a group of office occupations teachers. Special appreciation is extended to the following:

Mrs. Linda Albert	Dreher High School
Mrs. Katherine Cliatt	A. C. Flora High School
Mrs. Mary Horton	Andrew Jackson High School
Mrs. Patricia Itter	C. A. Johnson High School
Mrs. Peggy McElveen	Gaffney Senior High School

Special thanks is also extended to Mrs. Frances Wells and Mrs. Shiela Werner at Lexington AVC, and Mrs. Helen Phillips and Mrs. Peggy McElveen at Gaffney Senior High School for field testing the materials.

A special note of gratitude is due Ann Jolly, office occupations teacher at Daniel Morgan AVC and former office occupations consultant with the State Department of Education, for her continuous cooperation during the development of these materials.

Anne L. Matthews

Anne L. Matthews, State Supervisor
Office Occupations Education

INTRODUCTION TO BOOKKEEPER INSTRUCTIONAL MATERIALS

The modules developed in South Carolina for the bookkeeper catalog are designed to provide audio, visual, and printed supplementary materials needed by the instructor and/or student to achieve the objectives stated in the catalog. The materials were designed as modules so that they may be flexibly inserted into an on-going program, as well as provide for maximum utilization via a rotation schedule.

These materials provide supplemental units of instruction in the following areas:

Module No.	Tasks	Performance Objective Nos.
I-G	Preparing Shipments for Freight Express	79
IV-K	Completing a Purchase Order Invoice	51
IV-J	Recording Discounts on Sales Invoices	50
IV-N	Preparing Memos for Goods Returned	54
IV-I	Typing Tabulated Materials	49
VI-G	Recording Entries Pertaining to Notes and Interest	13
VI-J	Recording Entries Pertaining to Sales Tax	16
	Accounting Forms	16

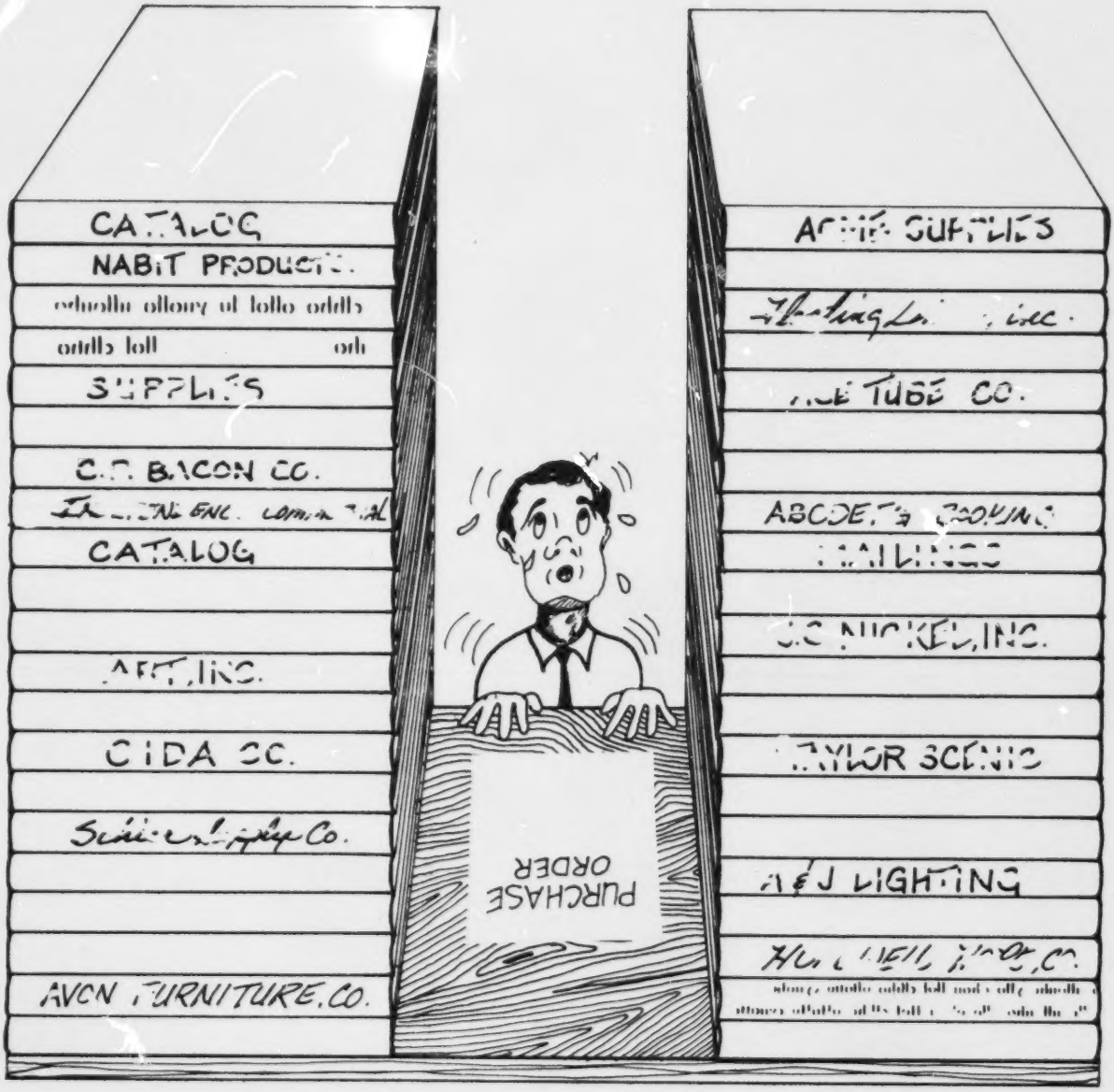
The modules typically include a performance objective, definitions, prerequisites, equipment, introduction, directions, learning activities, self checks, and tests (pre and post). The instructor's manual contains notes, keys, forms for duplication, instructor's checklists, scripts for recording, and supplementary materials.

Before you release the packages to your students, review each package within your department, discuss how to best utilize the materials, choose the desired course, and plan the sequence for each unit of instruction. Other considerations are required:

1. Insure that necessary equipment is available and in proper working order.
2. Insure that necessary audio materials are recorded and easily available.
3. Obtain the necessary equipment needed for filmstrip viewing and listening.
4. Replenish consumable supplies after each student completes the module.

The modules may be used in the following courses: Office Procedures, Cooperative Office Education, Senior Intensified Program, Bookkeeping, Accounting, Typewriting, Business Mathematics, and Office Machines.

Perhaps a rotation plan could be devised to provide each student with an orientation or a review of simple bookkeeper duties. A teacher may, however, select single modules, provided no prerequisite skills are listed.


CATALOG
NABIT PRODUCTS
SUPPLIES
C.T. BACON CO.
CATALOG
ART, INC.
CIDA CO.
AVON FURNITURE CO.
ARMY SUPPLIES
TUBE CO.
ABCDE
MAILINGS
NICKEL, INC.
TAYLOR SCENIC
AEJ LIGHTING
PURCHASE ORDER

PERFORMANCE OBJECTIVE:

Given a valid purchase requisition, vendor date, and blank invoice, fill out a purchase order. Completed invoice must be without error.

DEFINITION OF TERMS:

The new terms will be underlined and explained as they are introduced to you. You will want to study these definitions and possibly keep a listing of new terms and definitions for reference later.

PREREQUISITES:

No prerequisites are required for completing this learning activity package on purchase orders. A purchase order is usually typed, so if you've had typing it will be helpful.

EQUIPMENT, TOOLS, RESOURCES, AND SUPPLIES:

You will want to have available the following items as you work in this learning activity package:

Paper to use in answering questions
Pencil or pen
A typewriter may be used if you have had a typing course
Purchase order forms (to be supplied by your instructor)

PRE-TEST:

You may already know something about completing purchase orders. Go to the next page and complete the Pre-Test to determine just how much you already know. You may find that this learning activity package contains familiar terms and can be completed easily and quickly. When you have completed the Pre-Test, submit your answers to your instructor for correction.

PRE-TEST

Directions: Number your paper from 1 – 20. Read each statement and choose the best answer. Do not write on this test.

1. The printed form that is completed when goods are ordered from another company is the
   a. purchase requisition
   b. purchase order
   c. original order
   d. purchase account form

2. Another term often used to describe the supplier is
   a. customer
   b. manufacturer
   c. vendor
   d. capitalist

3. The first copy of an order is called the
   a. original order
   b. customer copy
   c. invoice original
   d. quotation

4. This form is a written request by a company employee for the Purchasing Department to place a purchase order.
   a. purchase request
   b. purchase requisition
   c. purchase form
   d. purchase order

5. If an invoice is paid promptly, this is the amount allowed to the buyer as a deduction from the original price.
   a. cash discount
   b. quantity discount
   c. credit discount
   d. manufacturer's discount

6. A discount term meaning that a 2% discount is allowed if the invoice is paid within ten days is
   a. 10/2, n/30
   b. 2/30, n/100
   c. 2/15, n/20
   d. 2/10, n/30

7. The term that describes the sum of the quantity times the unit price is
   a. the net price
   b. the quantity total
   c. the gross price
   d. the extension total

8. The signature of the purchasing agent shows that he/she
   a. authorizes the purchase order
   b. confirms the accuracy of the totals
   c. guarantees the availability of the items
   d. approves the discount terms

PRE-TEST

(Continued)

9. Which of the following terms do not appear on a purchase order?
   a. quantity
   b. inventory
   c. terms
   d. description

10. The term n/EOM means that
    a. the net amount is due at the end of the month
    b. the net amount is due early on the mail
    c. the net amount is due after the end of the month
    d. the net amount is due at the end of May

Directions: Read each statement. If a statement is correct, write "a" beside the number on your answer sheet. If a statement is wrong, write "b" beside the number on your answer sheet.

11. The recordkeeping systems of all businesses will be the same.
    a. True
    b. False

12. Accurate records of purchases are required only when goods are bought for resale.
    a. True
    b. False

13. Orders that are placed by telephone are usually followed by a written copy of the order.
    a. True
    b. False

14. In most situations, several copies of a purchase order should be prepared.
    a. True
    b. False

15. Purchase orders are usually placed on preprinted order forms.
    a. True
    b. False

16. In a large company, a purchase order will be prepared before the purchase requisition.
    a. True
    b. False

17. A purchase requisition and a purchase order contain similar information.
    a. True
    b. False

18. The term, 2/10, n/30, means that the buyer will deduct 10% of the amount owed if the bill is paid within 30 days.
    a. True
    b. False

19. If the discount terms are 2/15, n/30, this means that the buyer is given 15 days in which to take a discount.
    a. True
    b. False

PRE-TEST

(Continued)

20. If the term for payment is 2/10, n/30, the full amount of the bill must be paid within 30 days.
    a. True
    b. False

    Take your answer sheet to your instructor for evaluation.

INTRODUCTION:

One very important task for an individual or for a business is that of buying goods. Decision making is involved in purchasing goods whether for an individual or for a large or small business. You have already made many decisions in buying items for yourself. You have compared quality and prices. You may have ordered items from a catalog or by mail. But you probably have not been too concerned with keeping written records of all your purchases unless the amount of money involved was large. In an office or business the recordkeeping involved with purchasing goods is an important task.

Business records must be kept of goods that are purchased if the goods are for resale, such as in a merchandising business. Records are also important in purchasing goods that will be used in the manufacture of products.

The recordkeeping system will vary from one business to another and depends to a great extent on the type of business and the types of goods handled. Nevertheless, accurate records of all purchases are required.

A large business or industry may have an entire department consisting of several employees who handle the purchases. In a small office all purchases may be handled by one person. In any situation accurate records of purchases are an important business function.

DIRECTIONS:

Read through each learning activity that follows. Complete all the activities as neatly and as accurately as you can. Notice that the situations vary so that you will get experience in handling orders for both large and small business organizations. When you complete the learning activity package, you will better understand the procedures involved in preparing purchase orders.

LEARNING ACTIVITIES:

1. Read Instruction Sheet I entitled "Purchase Orders—Why Use Them?"

2. Read Instruction Sheet II entitled "The Purchase Order Form."

3. Practice completing purchase orders on the three situations in "Task 1—Business Form Preparers, Inc." Obtain the forms from your instructor.

4. The three Task 2 situations are Self-Checks for you to complete and then rate yourself.

5. A performance Post-Test is your final check-out activity for Completing Purchase Orders. Your instructor will evaluate you using the Instructor's Checklist form.

6. Complete the 20 question Post-Test and have your instructor evaluate your test. Then, you've completed the module and can successfully complete purchase orders.

INSTRUCTION SHEET I

Purchase Orders – Why Use Them?

In the activities that follow, you will assume the role of an employee who assists in making purchases and will follow the procedures outlined for the various situations. You will prepare purchase orders which are printed forms that must be completed when goods are ordered from a supplier or vendor. Items that may be urgently needed may be requested by telephone but a written purchase order should be sent to confirm or verify the items ordered.

Several copies of a purchase order are usually needed. The vendor or the supplier of the goods ordered would receive the original or first copy of the purchase order that is prepared. Copies may be needed by the Purchasing Department, the person or department ordering the goods, the receiving clerk or department, and the accounting clerk or department. Again, the number of copies needed would depend upon the size of the business. Throughout this project, you will be required to prepare only the original purchase order unless instructed to do otherwise by your instructor.

Printed purchase order forms are usually provided so that when goods are ordered all information necessary to process the order will be included. A large company may require a purchase requisition to be filled out before a purchase order is prepared. A purchase requisition is a written request by a company employee for the purchasing agent or purchasing department to order certain specified items. Much of the same information included on a purchase requisition would also be necessary for the purchase order.

On the next page a blank purchase order is shown with various parts labeled and explained so that you may become familiar with them before preparing purchase order forms.

INSTRUCTION SHEET II

The Purchase Order Form

PURCHASE ORDER

from: Your company

order no.: Number orders consecutively**
date: Date order is prepared
terms: *
ship by: How goods are to be sent (Truck, parcel post, etc.)

to: Supplier or vendor

QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	TOTAL
Amount or number of items ordered	identifies item number	identifies item ordered	cost of each item	quantity x unit price= TOTAL (called the Extension)

Signature of authorized agent

purchasing agent

*How goods are to be paid for after receipt: many suppliers allow the purchaser a discount if the purchaser is prompt in paying for an order. This is called a cash discount. One commonly used term for a cash discount is 2/10, n/30. This means that the purchaser may deduct 2% of the amount due if the bill is paid within 10 days from the date the merchandise is received. The purchaser must pay the full or net amount within 30 days if the discount is not taken. The expression n/30 means that the full (net) amount would have to be paid at the end of 30 days.

**One number after another without a break; for example, 1200, 1201, 1202, etc. This number is used for filing and easy reference.

BUSINESS FORM PREPARERS, INC.

Task 1

In the situations that follow, you are employed as the purchasing agent in the small office of Business Forms Preparers, Inc., 1433 Main Street, (your town, state, and ZIP). When an employee requests supplies you are responsible for preparing the purchase order. An employee may request a specific supplier or you may find it necessary to decide the best vendor. Begin your first purchase order number 1201, the next 1202, etc.

Here is an outline of the procedure that you will follow while completing purchase orders.

1. Insert the current date on the purchase order (unless otherwise stated).
2. Write in the supplier's name and address.
3. Insert purchase order number (if not pre-printed).
4. State where and how the goods are to be shipped.
5. Supply the date goods are needed (allow two weeks unless otherwise stated).
6. State terms, if applicable.
7. Insert quantity, catalog number, description, unit price, and total.
8. Obtain the purchasing agent's signature. (your signature)

On the next four pages you will find catalog pages from three suppliers or vendors with whom you will place orders. Take a few minutes to take note of the company names and the various items listed in their catalog before beginning the first task.

Situation 1

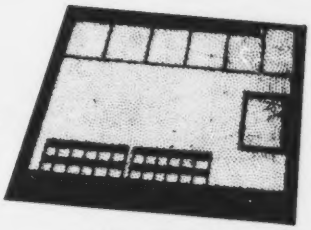
Mrs. Thomas, a secretary, needs a new desk chair as the one she now uses was bought ten years ago when the office opened. Mrs. Thomas is a little overweight and now the rollers on the chair will not function properly. She would prefer a green chair to match the office furnishings. You will decide the best supplier. It will be necessary for the chair to be shipped by truck, and the terms for paying will be 2/10, n/30.

BK
IV–K, 11

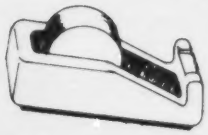
ECONOMY OFFICE SUPPLY CO.

1783 West Boulevard Charlotte, NC 28202

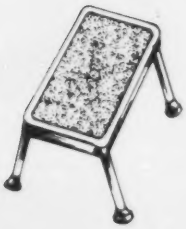
#1143 Suspension File
$18.95



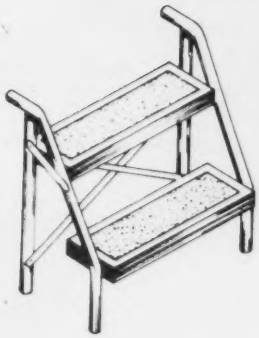
#1147 Desk Pad
$2.91



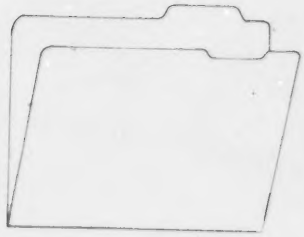
Tape Dispensers, Manual
For 1" Tape #1152
$4.85
For ½" Tape #1153
$3.75



1–Step Stool #1166
$9.95



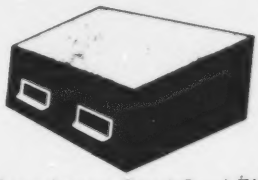
Folding 2–Step Stool #1167
$14.95



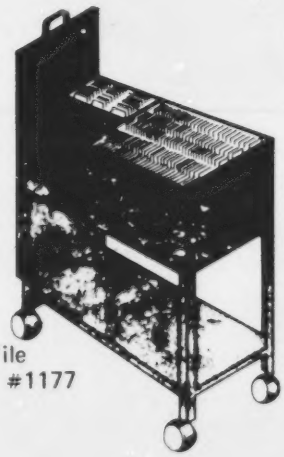
Manila File Folders

#1200 Letter Size	$.03
#1201 Legal Size	$.03

No. 6¾ Window Envelopes
#1033 1,000 For $10.88
State name to be printed for return address



Two-drawer Steel Card Files
#1122 For 4 X 6 cards – $15.95
#1124 For 3 X 5 cards – $12.95



3–In–1 Rollaway File
with locking cover #1177
$49.95

BUY MORE SUPPLIES, Inc.

1844 Peachtree Street Atlanta, GA 30304

#2602 Desk Lamp
chrome or brass

$55.95

#4801 Folding Table
Walnut-grained
72X30X29 in. high

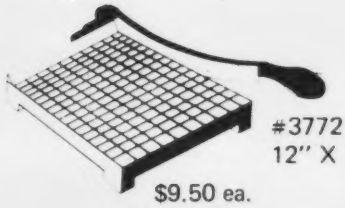
$67.95

#3704 Display Calculator

$26.85

#4040 Stands for
typewriters or machines

$34.95



#3772 Paper Cutter
12" X 12" cutter

$9.50 ea.

#3301 Carrying Case
Letter Size

$8.50

#4057 Open Shelves
on Rollers

$23.95

BUY MORE SUPPLIES, Inc.

1844 Peachtree Street Atlanta, GA 30304

#323
Secretarial Chair, enamel base
Tan or Green

$34.95

#324 Budget Stacker
Brown, Blue, or Green

$7.29

Modern Equipment and Supply Co.

344 Rockford Road Columbia, SC 29201

#L524 Desk Lamp
chrome or brass

$56.25

#L588 Secretarial Chair, enamel base
Sand, Green, or Brown

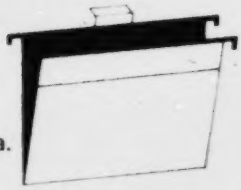
$44.95

#L520 Display Calculator

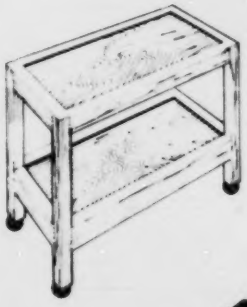
$21.85

Suspension File Cabinets
#L788 2–drawer letter-size with lock
$69.95
#L789 4–drawer Letter-size
without lock $84.95
#L790 4–drawer Letter-size
with lock $96.95

#L433 Suspension Files



$.28 ea.



#L890 Open Shelves
with Rollers

$19.95

#L880 Typewriter
Stand

$23.95

#L775
Folding Conference Tables
Solid-color 72X30X29 in. high

$52.95

Situation 2

Mr. Jones says that he has checked the office supply inventory and finds you are getting low on letter size file folders and window envelopes. He suggests that you prepare an order today to go to your usual supplier, Economy Office Supply Company, for 2,000 each of these two items along with 4 desk pads, two 1 inch tape dispensers and a card file for 4 X 6 cards. These would be shipped by UPS and the order should be marked "Ship as soon as possible." The company always allows you credit with the terms 2/10, n/30.

Situation 3

At a conference later in the day a decision is made to purchase three new calculators, a paper cutter, a typewriter stand, and two lamps for desks in a poorly lighted area. It is your responsibility to determine the best prices for each item and to prepare the purchase order. The items are not very heavy and could be shipped via UPS. The regular credit terms will be allowed.

Take your four purchase orders to your instructor for evaluation.

SELF-CHECK

The XAM Manufacturing Company

Task 2

In the situations that follow you are employed by a larger company, The XAM Manufacturing Company, Industrial Park, (your city, state, and ZIP).

All requests for purchases must be made on written requisition form. You, in turn, take this form and use the information provided for preparing the purchase order.

Requisitions amounting to more than $100 must be signed by the company Vice-President, B. F. Richgood. You will continue to have to make decisions as to the best supplier unless a specific supplier is requested. Even then, you may need to compare prices and advise the one who made the request. You also should write the number of the requisition underneath the purchase order number in each situation. Ship small items by U.P.S., large items by Pearson Trucking Company.

Situation 4

You receive the requisition shown below and must prepare the order. Begin your first purchase order number with 1500.

PURCHASE REQUISITION

Deliver To:	John Johnson	**Requisition No.:**	644
Location:	Filing Department	**Date:**	(today's)
Job No.:	15	**Date Required:**	as soon as possible

QUANTITY	DESCRIPTION
2	4 drawer file cabinet with lock
200	suspension files

John Johnson ok
B.F. Richgood

Situation 5

Prepare the purchase order for the request shown below.

PURCHASE REQUISITION

Deliver To: Babs Bostain
Location: Duplicating Department
Job No.: 43

Requisition No.: 704
Date: (today's)
Date Required: 6 weeks from now

QUANTITY	DESCRIPTION
1	Folding Table
8	Chairs (not expensive)
	order both from same supplier, please

Babs Bostain OK
B. J. Ridgood

Situation 6

Prepare another Purchase Order for the requisition shown below.

PURCHASE REQUISITION

Deliver To: Ms. Jackson, Personnel Department
Requisition No.: 715
Location: Administrative Bldg.
Date: (today's)
Job No.: 547
Date Required: as soon as possible

QUANTITY	DESCRIPTION
1	Steel card file for 4 x 6 cards
1	Steel card file for 3 x 5 cards

Marcine Jackson

Check your purchase orders with the three Self-Check Keys at the end of this module.

PERFORMANCE POST-TEST

The MG Roadster Corporation

Task 3

The following situation is your final task in this module. Your instructor will rate your ability to complete purchase orders using the Instructor's Checklist form. You are employed by The MG Roadster Corporation, 22 Accelerator Road, (your city, state, and ZIP).

In this situation you are MG's girl Friday. You sign all purchase requisitions and purchase orders and choose the best supplier for your organization.

You have just received this purchase requisition from Lynn Robertson in the Parts Department.

PURCHASE REQUISITION

Deliver To: Lynn Robertson
Location: Parts Department
Job No.: 217

Requisition No.: 1725
Date: (today's)
Date Required: as soon as possible

QUANTITY	DESCRIPTION
20	#712 ignition locks
55	#A73 muffler pipes
30	#67B windshield wipers
10	#263 thermostats

Lynn Robertson

After selecting an appropriate supplier you find that ignition locks are $17.50 each, muffler pipes are $20.25 each, windshield wipers are $2.90 each, and thermostats are $8.75 each. Your supplier is Auto World, 421 Cordova Court, Indianapolis, IN 46241. Prepare a purchase order for these items. Your purchase number is 2410. Terms are 2/10, n/30. You decide to ship by UPS.

POST-TEST

Directions: Number your paper from 1 – 20. Read each statement. If a statement is correct, write "a" beside the number on your answer sheet. If a statement is wrong, write "b" beside the number on your answer sheet. Do not write on this test.

1. If the discount terms are 2/15, n/30, this means that the buyer is given 15 days in which to take a discount.
   a. True
   b. False

2. The term, 2/10, n/30, means that the buyer will deduct 10% of the amount owed if the bill is paid within 30 days.
   a. True
   b. False

3. If the term for payment is 2/10, n/30, the full amount of the bill must be paid within 30 days.
   a. True
   b. False

4. The recordkeeping systems of all businesses will be the same.
   a. True
   b. False

5. A purchase requisition and a purchase order contain similar information.
   a. True
   b. False

6. In a large company, a purchase order will be prepared before the purchase requisition.
   a. True
   b. False

7. In most situations, several copies of a purchase order should be prepared.
   a. True
   b. False

8. Accurate records of purchases are required only when goods are bought for resale.
   a. True
   b. False

9. Orders that are placed by telephone are usually followed by a written copy of the order.
   a. True
   b. False

10. Purchase orders are usually placed on preprinted order forms.
    a. True
    b. False

POST-TEST

(Continued)

Directions: Read each statement and choose the best answer.

11. The signature of the purchasing agent shows that he/she
    a. authorizes the purchase order
    b. confirms the accuracy of the totals
    c. guarantees the availability of the items
    d. approves the discount terms

12. Which of the following terms do not appear on a purchase order?
    a. quantity
    b. inventory
    c. terms
    d. description

13. If an invoice is paid promptly, this is the amount allowed to the buyer as a deductions from the original price.
    a. cash discount
    b. quantity discount
    c. credit discount
    d. manufacturer's discount

14. The printed form that is completed when goods are ordered from another company is the
    a. purchase requisition
    b. purchase order
    c. original order
    d. purchase account form

15. This form is a written request by a company employee for the Purchasing Department to place a purchase order.
    a. purchase request
    b. purchase requisition
    c. purchase form
    d. purchase order

16. Another term often used to describe the supplier is
    a. customer
    b. manufacturer
    c. vendor
    d. capitalist

17. A discount term meaning that a 2% discount is allowed if the invoice is paid within ten days is
    a. 10/2, n/30
    b. 2/30, n/100
    c. 2/15, n/20
    d. 2/10, n/30

18. The term, n/EOM means that
    a. the net amount is due at the end of the month
    b. the net amount is due early on the mail
    c. the net amount is due after the end of the month
    d. the net amount is due the end of May

POST-TEST

(Continued)

19. The term that describes the sum of the quantity times the unit price is
    a. the net price
    b. the quantity total
    c. the gross price
    d. the extension total

20. The first copy of an order is called the
    a. original order
    b. customer copy
    c. invoice original
    d. quotation

Take your answer sheet to your instructor for evaluation.

MODULE NO. IV–K

NAME _____

DATE _____

INSTRUCTOR'S CHECKLIST

PERFORMANCE SCALE

N/A – The skill was not applicable to this situation

Poor – The student can not perform the skill

Fair – The student can perform this skill satisfactorily but requires periodic supervision and/or assistance

Good – The student can perform this skill effectively without assistance and/or supervision

Excellent – The student can perform this skill without supervision and/or assistance with proficiency in speed

ACTIVITY	EVALUATION				
	N/A	POOR	FAIR	GOOD	Excellent
1. Inserted the current date on the purchase order.					
2. Wrote in the supplier's name and address.					
3. Inserted purchase order number.					
4. Stated where the goods were to be shipped.					
5. Stated how the goods were to be shipped.					
6. Supplied the date goods were needed.					
7. Stated terms.					
8. Inserted (a) quantity, (b) catalog number, (c) description, (d) unit price, (e) total.					
9. Signed name as purchasing agent.					

TASK 1

Answer Key

SITUATION 1

from: Business Forms Preparers, Inc.
1433 Main Street
(Your City)

to: Buy More Supplies, Inc.
1844 Peachtree Street
Atlanta, GA 30304

PURCHASE ORDER

order no.: 1201
date: (today's)
terms: 2/10, n/30
ship by: Truck

QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	TOTAL
1	#323	Secretarial chair, enamel base green	34.95	34.95
				$34.95

Student's signature
purchasing agent

SITUATION 2

from: Business Forms Preparers, Inc.
1433 Main Street
(Your City)

to: Economy Office Supply Co.
1783 West Boulevard
Charlotte, NC 28202

PURCHASE ORDER

order no.: 1202
date: (today's)
terms: 2/10, n/30
ship by: U.P.S.
Ship as soon as possible

QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	TOTAL
2,000	#1200	Manila File Folders. Letter size	.03	60.00
2,000	#1033	6¾" window envelopes. printed: Business Forms Preparers, Inc. 1433 Main Street (Your City)	10.88/1,000	21.76
4	#1147	desk pads	2.91	11.64
2	#1152	1" tape dispenser	4.85	9.70
1	#1122	Two drawer steel card file 4 x 6 cards	15.95	15.95
				$119.05

Student's signature
purchasing agent

SITUATION 3

PURCHASE ORDER

from: Business Forms Preparers, Inc.
1433 Main Street
(Your Town)

to: Buy More Supplies, Inc.
1844 Peachtree Street
Atlanta, GA 30304

order no.: 1203
date: (today's)
terms: 2/10, n/30
ship by: U.P.S.

QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	TOTAL
1	#3772	Paper cutter 12" x 12"	9.50	9.50
2	#2602	Desk lamps, brass	55.95	111.90
				$121.40

Student's Signature

purchasing agent

SITUATION 3

PURCHASE ORDER

from: Business Forms Preparers, Inc.
1433 Main Street
(Your City)

to: Modern Equipment and Supply Co.
344 Rockford Road
Columbia, SC 29201

order no.: 1204
date: (today's)
terms: 2/10, n/30
ship by: U.P.S.

QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	TOTAL
3	#L520	Display Calculators	21.85	65.55
1	#L880	Typewriter stand	23.95	23.95
				$89.50

Student's signature

purchasing agent

SELF-CHECK

Answer Key

TASK 2, SITUATION 4

from: XAM Manufacturing Company
Industrial Park
(Your City)

to: Modern Equipment and Supply Co.
344 Rockford Road
Columbia, SC 29201

PURCHASE ORDER

order no.: 1500
date: (today's)
terms: 2/10, n/30
ship by: Pearson Trucking Company
requisition no.: 644
ordered by: John Johnson

QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	TOTAL
2	#L790	4 drawer letter size with lock suspension file cabinet	96.95	193.90
200	#L433	suspension files	.28	56.00
				$249.90
		Ship as soon as possible		

Student's signature

purchasing agent

TASK 2, SITUATION 5

from: XAM Manufacturing Company
Industrial Park
(Your City)

to: Buy More Supplies
1844 Peachtree Street
Atlanta, GA 30304

PURCHASE ORDER

order no.: 1501
date: (today's)
terms: 2/10, n/30
ship by: Pearson Trucking Company
requisition no.: 704
ordered by: Babs Bostain

QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	TOTAL
1	#4801	Folding Conference Table	67.95	67.95
8	#324	Budget Stacker Chairs, brown	7.29	58.32
				$126.27

Student's signature

purchasing agent

SELF-CHECK

Answer Key

(Continued)

TASK 2, SITUATION 6

from: XAM Manufacturing Company
Industrial Park
(Your City)

to: Economy Office Supply Co.
1783 West Boulevard
Charlotte, NC 28202

PURCHASE ORDER

order no.: 1502
date: (today's)
terms: 2/10, n/30
ship by: U.P.S.
requisition no.: 715
ordered by: Ms. Jackson

QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	TOTAL
1	#1122	Two-drawer steel card files for 4 x 6 cards	15.95	15.95
1	#1124	Two-drawer steel card files for 3 x 5 cards	12.95	12.95
				$28.90
		Ship as soon as possible		

Student's signature

purchasing agent

BK
IV–K, 28

COMPLETING PURCHASE INVOICES

INSTRUCTOR'S HANDBOOK

Prepared by

Mrs. Mary Horton

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

1978

Module No. IV–K

INSTRUCTOR'S GUIDE TO LEARNING ACTIVITIES

MODULE TITLE: COMPLETING PURCHASE ORDERS

Learning Activity Numbers

OBJECTIVE(S): Given a valid purchase requisition, vendor, date, and blank invoice, fill out a purchase order. Completed invoice must be without error.

INSTRUCTION SHEETS

I	**Title:** Purchase Orders – Why Use Them?	1
II	**Title:** The Purchase Order Form	2
III	**Title:** Business Forms Preparers, Inc.	3

STUDENT SELF-CHECKS INCLUDED IN MODULE

I	**Title:** Self-Check – The XAM Manufacturing Company	4

SUPPLEMENTAL MATERIALS

Recordkeeping I and II
Transparencies (Purchases)
Recording Goods Bought on Account
Transparencies

(Available from Vocational Education Media Center, Clemson University, Clemson, South Carolina 29631)

TEXTBOOKS AND REFERENCE BOOKS SUGGESTED	
Southwestern's, Century 21 Accounting, 1977, pp. 174–175.	
Gregg's, Accounting 10/12, 1977, pp. 237–238.	
Southwestern's, Secretarial Office Procedures, 1977, pp. 240–241.	
Gregg's, General Recordkeeping, 1976, pp. 184–186, 238–239.	
MANUALS, SPECIFICATION SHEETS REQUIRED	
FILMSTRIP PRESENTATIONS & AV MATERIALS REQUIRED	
SPECIAL TOOLS, EQUIPMENT & SUPPLIES REQUIRED	
Pen or Pencil.	
A typewriter may be used if student types.	
Purchase Order Forms – (included in Instructor's Handbook).	
An adding machine or calculator may be helpful.	

ATTITUDES & VALUES TO BE DEVELOPED

Neatness and accuracy are stressed in completing purchase orders. A sense of loyalty and concern for the place of employment should be stressed regarding economical choices when purchasing items. Decision making skills are encouraged.

* NOTES TO THE TEACHER TO ASSIST IN WORKING WITH THIS MODULE

You may need to review working with decimals when computing extensions. You are provided copies of purchase order forms for duplication in the Instructor's Handbook. The purchase order forms and Instructor's Checklist forms are perishable and must be supplied to each student who uses this module.

The Pre-Test questions are used on the Post-Test in a different order. Use these scores to determine the student's progress. You are provided the answer keys for the Tests, Tasks, and Self-Check.

PRE-TEST

Answer Key

1. b
2. c
3. a
4. b
5. a
6. d
7. d
8. a
9. b
10. a
11. b
12. b
13. a
14. a
15. a
16. b
17. a
18. b
19. a
20. a

POST-TEST

Answer Key

1. a
2. b
3. a
4. b
5. a
6. b
7. a
8. b
9. a
10. a
11. a
12. b
13. a
14. b
15. b
16. c
17. d
18. a
19. d
20. a

PERFORMANCE POST-TEST

Answer Key

The MG Roadster Corporation
from: 22 Accelerator Road
Your City, State, ZIP

Auto World
to: 421 Cordova Court
Indianapolis, IN 46241

PURCHASE ORDER

order no.: 2410
date: (today's)
terms: 2/10, n/30
ship by: U.P.S.

QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	TOTAL
20	#712	Ignition locks	17.50	350.00
55	#A73	Muffler Pipes	20.25	1,113.75
30	#67B	Windshield Wipers	2.90	87.00
10	#263	Thermostats	8.75	87.50
		TOTAL		$1,638.25

Student's signature

purchasing agent

MODULE NO. IV–K

NAME_____

DATE_____

INSTRUCTOR'S CHECKLIST

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5. Stated how the goods were to be shipped.					
6. Supplied the date goods were needed.					
7. Stated terms.					
8. Inserted (a) quantity, (b) catalog number, (c) description, (d) unit price, (e) total.					
9. Signed name as purchasing agent.					

PURCHASE ORDER

from:

order no.:
date:
terms:
ship by:

to:

QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	TOTAL

purchasing agent

PURCHASE ORDER

from:

order no.:
date:
terms:
ship by:

to:

QUANTITY	CAT. NO.	DESCRIPTION	UNIT PRICE	TOTAL

purchasing agent